



CITY OF LAS VEGAS TEMPORARY EVENT APPLICATION

400 Stewart Avenue 3rd floor, Las Vegas, Nevada 89101-2986

(702) 229-6281 TDD (702) 386-9108

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND WILL BE RETURNED

Mail ☐ Counter ☐

Event Date(s) and Times Beginning: _____ Ending: _____		Number of Days: _____	For Departmental Use Only	
Event Name: _____			Permit Number - - -	
Event Address: _____			Promoter Business License Number - - -	
Corporation Name: _____			Business Phone Number () -	
Business Name: _____				
Business Address: _____				
Mailing Address: _____			Email: _____	
Name of Security Company: _____				
Security Company Business License Number: - - -			Number of security personnel: _____	
Description of Event Location/Park: _____			Estimated number of attendees: _____	
Event Description: _____				
Will food be provided? YES <input type="checkbox"/> NO <input type="checkbox"/>		Will alcohol be provided? YES <input type="checkbox"/> NO <input type="checkbox"/>		Age range of attendees: _____
Provided by: _____		Provided by: _____		
Type of Merchandise to be Sold: New: <input type="checkbox"/> Used: <input type="checkbox"/> Collectibles: <input type="checkbox"/> Hand-Crafted: <input type="checkbox"/>				
Total Number of Vendors/Exhibitors: _____	Do any vendors/exhibitors take future orders? Yes <input type="checkbox"/> (list separately) No <input type="checkbox"/>		If you have any games of chance or distribute any prizes that total \$2500 or over you must contact the State Gaming Control Board at (702) 486-2000. _____ initial	
Please Read and Initial: This form <u>cannot</u> be used for teen dances, rock concerts, adult oriented functions or other activities described in the Las Vegas Municipal Code that require a privilege license. _____ (See Page 4)				
Applicant is a: Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Association <input type="checkbox"/>				
Owner/Officer Name: _____			Date of Birth: ____/____/____	
Residence Address: _____			Phone Number: () -	
City - State - Zip: _____				
Owner/Officer Name: _____			Date of Birth: ____/____/____	
Residence Address: _____			Phone Number: () -	
City - State - Zip: _____				
Local Coordinator/Person in Charge: _____			Contact Phone Number: () -	
I am aware of the obligation to provide timely notice of any changes in required information, and I have informed all principals of their responsibility for the timely fulfillment of all restrictions and conditions to the license or timely abatement of any nuisance activity at the business location. Per LVMC 6.02.080 (B) _____ Please initial here				
This application must be signed by an owner/officer of the business or by an authorized party.				
Original Signature _____ Date _____			License Technician Signature _____ Date _____	
			Senior License Officer Signature _____ Date _____	

Instructions:

Application package must be completed and submitted 10 business days prior to your event to ensure all required inspections are scheduled and completed.

- ☐ Completed temporary event application.
- ☐ Inspection Addendum
- ☐ Record Keeping Addendum
- ☐ Temporary event location agreement/contract.
- ☐ A numbered Exhibitor/Vendor list. List must include business name, owner name, contact information, and merchandise to be sold or displayed or distributed by the exhibitor/vendor. Any vendors requiring a privilege license are required to hold a valid City of Las Vegas license.
- ☐ Performance / Surety / Cash Bond Amount
- ☐ Map / floor plan
- ☐ Nevada State Sales Tax permit or proof of compliance with the Department of Taxation.
555 East Washington Avenue #1300 Phone (702) 486-2300.
- ☐ Proof of Insurance for Carnivals and Circuses. Amount Required: _____
- ☐ Police Card. 5880 Cameron Street. Phone (702) 828-3271.
- ☐ Health Permit. 625 Shadow Lane. Phone (702) 759-1258.
- ☐ Temporary Commercial Use Permit. 731 South Fourth Street. Phone (702) 229-6301.
- ☐ Other Requirements: _____

FEES: Make Check Payable to the City of Las Vegas

- ☐ Processing Fee: \$30.00.
- ☐ [A15] Arts and Crafts: 1 - 25 vendors = \$25 per day 26 - 100 vendors = \$50 per day 101 or more vendors = \$100 per day
- ☐ [C03] Carnivals and Circuses: \$100 per day, per event.
- ☐ [C09] Convention Operator: \$50 + \$5 per exhibitor/vendor per day
- ☐ [T26] Temporary Event Operator: \$25 per day + \$5 per vendor per day
- ☐ [T24] Temporary Merchant: 1 - 5 days = \$10 per day 6 - 10 days = \$100 11 - 15 days = \$150
 16 - 20 days = \$200 21 - 25 days = \$250 26 - 31 days = \$300
- ☐ [P32] Parade Vendor: \$10 per vendor per day

For City Use Only

Processing Fee:	_____	TR #	_____	Date Paid:	_____	Additions:	_____
Vendor Fees:	_____	TR #	_____	Date Paid:	_____	Additions:	_____
License Fee:	_____	TR #	_____	Date Paid	_____	Credits:	_____
Total Due:	_____	TR #	_____	Date Paid	_____	Credits:	_____

Approvals:

Fire

Final

Date: _____ By: _____

Planning

Date:_____By:_____

Building & Safety * (for events requiring electrical and/or structural inspections)

Date: _____ By: _____

Supervisor / Division Manager

Date: _____ By: _____

Logged:

Special Event Log ☐ Date: _____

Routed: _____ to Fire: ☐ Planning: ☐ Date: _____

Taxation Received: Yes ☐ No ☐ On-File ☐ Health Permit: Yes ☐ No ☐ Not Required ☐

Additional Information:



City of Las Vegas

TEMPORARY EVENT INSPECTIONS

400 Stewart Avenue, 3rd Floor

Las Vegas, Nevada 89101-2986

(702) 229-6281

TDD (702) 386-9108

In accordance with LVMC 6.80A.100, each temporary event permittee is responsible for reimbursing the Business Services Division for all permit related inspections conducted after normal operating hours (8:00 am to 5:00 pm, Monday through Friday), on weekends, and/or on holidays. Inspection fees shall be assessed for a three-hour minimum at fifty dollars per hour per staff member required to conduct the permit inspection. The permittee may also be charged inspection fees by other city departments whose inspections are required in connection with the issuance of the temporary event permit. All fees shall be paid at the completion of each inspection.

Applicant Signature: _____ Date: _____



City of Las Vegas

Privilege license categories include the following:

- Astrology
- Auctions and Auctioneers
- Burglar Alarm Sales, Installation and Monitoring
- Escort Bureau
- Gaming
- Handgun Sales
- Hypnotism
- Liquor
- Locksmiths
- Martial Arts Instruction
- Massage Establishments
- Outcall Entertainment
- Pawnbroker and Auto Pawn
- Psychic Arts
- Reflexology Establishments and Reflexologists
- Rock Concerts
- Secondhand Sales
- Teenage Dances

Temporary event vendors who fall under one of the above categories must hold a valid City of Las Vegas business license prior to the event.

City of Las Vegas

****Temporary event vendors who fall into a privilege license category must hold a valid business license from the City of Las Vegas****

	Name of Vendor/Business Exhibitor	Contact info: Address/Phone	Info Distributed - Product
1			
2			
3			
4			
5			
6			
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8			
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